

INVITATION FOR SEALED PROPOSAL

CITY: City of Altus

DATE PROPOSAL DUE: May 18, 2016

ADDRESS: 509 South Main
Altus, OK 73521

TIME PROPOSAL DUE: 3:00 P.M.
Finance Department/ATTN: Linda Mutchler

Proposal must be in the office at above address by date and time indicated above

PLEASE READ TERMS AND CONDITIONS BEFORE COMPLETING FORM

**THE CITY WILL ACCEPT SEALED PROPOSALS FOR THE FOLLOWING AS
PER THE ATTACHED SPECIFICATIONS:**

Property – Building and Grounds
Crime and Fidelity
Inland Marine

**THE CITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS,
TO WAIVE ANY TECHNICALITIES IN THE PROPOSALS, AND TO AWARD
EACH ITEM TO DIFFERENT BIDDERS OR ALL ITEMS TO A SINGLE BIDDER.**

I HAVE EXAMINED THE TERMS AND SPECIFICATIONS AND THE INSTRUCTIONS
HEREIN AND AGREE, PROVIDED I AM AWARDED CONTRACT, TO PROVIDE THE
ABOVE DESCRIBED ITEMS FOR THE SUMS SHOWN IN ACCORDANCE WITH THE
TERMS AND SPECIFICATIONS STATED HEREIN. ALL DEVIATIONS ARE IN
WRITING AND ATTACHED HERETO.

MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID

FIRM NAME:	BY:		
STREET:	TITLE:		
CITY:	STATE:	ZIP:	PHONE:
PRIMARY POINT OF CONTACT:			
PAYMENT TERMS AND CONDITIONS:			

TERMS AND CONDITIONS

THESE ITEMS APPLY TO AND BECOME A PART OF THE PROPOSAL

NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED

1. A sample policy(s) must be submitted with each proposal. Schedules must be submitted.
2. Each proposal shall be placed in a separate envelope. Be sure envelope is completely and properly identified and sealed, showing INSURANCE PROPOSAL and DUE DATE in the lower hand corner.
3. Any exceptions or deviations from written specifications shall be shown in writing and attached.
4. The enclosed forms regarding non-collusion must be returned with the proposal.
5. The city reserves the right to reject any and all proposals, to waive any technicalities in the proposal and to award each item to different bidders or all items to a single bidder.
6. The underwriting company shall be properly licensed to operate in the State of Oklahoma as being as "admitted" carrier and shall meet all conditions as may be required by the Insurance Commissioner of the State of Oklahoma. The underwriting company must have a best general policy holders rating of "A" or "A+" and be a financial category Class II or better. Any organization not rated by best's may be approved after review of a current audited financial statement by a Certified Public Accountant licensed in Oklahoma. Additionally, any such proposal shall be prepared to reveal all specifics regarding any reinsurance used in discharging obligations of the type proposed.
7. The policies will require the underwriting company to give sixty (60) days written notice to the insured of intent to cancel or non-renew. In accordance with the laws of the State of Oklahoma, the City shall retain the right to cancel at the end of the policy year, to increase, decrease, or modify any coverage if necessary to conform to the laws of the State of Oklahoma.
8. If company to provide insurance is a mutual company, policies must be nonassessable and an endorsement to this effect shall be submitted with the bid.

9. All proposals will be reviewed and an award will be made based upon a determination of the lowest responsive and responsible proposal.
10. Schedule of Events: Issue RFP: **February 8, 2016**: Proposal Due Date: **May 18, 2016 at 3:00 PM**: Contract to Commence: **July 1, 2016**.
11. The following affidavit must be completed and returned with proposal:
 - A. Notarized Sworn Statement

BUILDING AND CONTENTS

	YES OR NO	Exception Yes or No
Description and locations attached	_____	_____
Coverage on a blanket or scheduled basis	_____	_____
Replacement Cost	_____	_____
Deductible – Per Occurrence	_____	_____
Cause of Loss: Special Form	_____	_____
Earthquake – 1,000,000 any one occurrence	_____	_____
Terrorism	_____	_____
Includes Equipment Breakdown	_____	_____
EXTENSIONS OF COVERAGE:		
Accounts Receivable		
On Premises - \$25,000 – Off Premises \$15,000	_____	_____
Valuable Papers		
On Premises - \$25,000 – Off Premises \$15,000	_____	_____
Personal effects of Officers and Employees		
Per Employee \$5000 – Per Occurrence \$100,000	_____	_____
Pollutant Cleanup & Removal	_____	_____
\$10,000 Aggregate in any one Policy year	_____	_____
Ordinance or Law - \$250,000	_____	_____
Business Income	_____	_____
\$25,000 – Any one occurrence	_____	_____
\$25,000 – Any one location	_____	_____
Extra Expense - \$1,000,000 Any one Occurrence	_____	_____
Theft, Disappearance and Destruction		
\$5,000 – Inside Premises – Per Occurrence	_____	_____
\$2,500 – Outside Premises – Per Occurrence	_____	_____
Newly constructed or Acquired Property		
\$1,000,000 Any one building, Any one Occurrence	_____	_____

CONTRACTORS' AND/OR MISCELLANEOUS EQUIPMENT

	YES OR NO	Exception Yes or No
Description and value of equipment is attached	_____	_____
Values:		
Miscellaneous Equipment \$	_____	_____
Contractor's Equipment \$	_____	_____
Deductible	_____	_____
Stated Amount applies	_____	_____
Cause of Loss: Special Form	_____	_____

NON-COLLUSION AFFIDAVIT

**FURNISHING GOODS OR SERVICES IN EXCESS OF \$5,000.00
TO BE FILED WITH COMPETITIVE BID
61 O.S. §§ 115, 138; 74 O.S. § 85.22**

STATE OF OKLAHOMA)
)
COUNTY OF JACKSON) SS.
)
OTHER STATE: _____)
)
COUNTY OF : _____)

Pursuant to Sections 115 and 138 of Title 61 of the Oklahoma Statutes, and Section 85.22 of Title 74 of the Oklahoma Statutes, this statement is hereby submitted:

A. For purposes of competitive bids, I certify:

1. I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and city officials or employees, as well as facts pertaining to the giving or offering of things of value to city government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;

2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and

3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:

- a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
- b. to any collusion with any city official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract,
- c. in any discussions between bidders and any city official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
- d. to any efforts or offers with state agency or political subdivision officials (city officials) or others to create a sole brand acquisition or a sole source acquisition in contradiction to Section 2 of this act.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Altus, Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

Certified this _____ day of _____, 20_____.

Affiant
(Signature- Contractor, Supplier, Service Provider)

Subscribed and sworn to before me this _____ day of _____, 20__.

(SEAL) _____
Notary Public

My Commission Expires: _____;

My Commission Number _____.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

AFFIDAVIT FOR FILING WITH CONTRACT / INVOICE

Architects, Contractors, Engineers, Suppliers of Materials \$25,000 or More 62 O.S.A. § 310.9

STATE OF _____)
)
COUNTY OF _____) SS.

Pursuant to Section 310.9 of Title 62 of the Oklahoma Statutes, this statement is hereby submitted:

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this invoice, claim or contract is true and correct. Affiant further states that the (work, services or materials) (as shown by this invoice or claim) will be/have been (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other thing of value to obtain or procure (payment or the award of) the contract or purchase order.

Certified this _____ day of _____, 20____.

Affiant
(Contractor, Architect, Supplier, or Engineer)

Company Name: _____

Address: _____

Subscribed, attested, and sworn to before me this _____ day of _____, 20__.

(SEAL)

Notary Public

My Commission Expires: _____;

My Commission Number _____.

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